

Agenda Item Form

Agenda Date: May 11, 2004

Districts Affected: 3

Dept. Head/Contact Information: Byron E. Johnson, Director of Purchasing, (915) 541-4308

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☒ Other Source: Airport Operating Funds

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The item to be purchased will be for repairs or replace worn baggage belt items/parts.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Airport Operating Funds will fund the Airport's purchases.

Statutory or Citizen Concerns:

Not applicable.

Departmental Concerns:

The Airport requires Stearns Airport Equipment Parts, which will be used for necessary repairs to the baggage belts and to continue to maintain Airport areas in a safe condition.

*

DATE: May 5, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313



CITY CLERK DEPARTMENT
2004 MAY 6 PM 1 27

THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MAY 11, 2004.**

Item should read as follows:

Bid No.	2004-106	Stearns Airport Equipment Parts
Award to:	United Supply & Services Co.	
	Flower Mound, TX	
Item (s):	1	
Amount:	\$50,000.00 (estimated)	

Department:	Department of Aviation
Funds available:	62620003-503121-40101
Funding source:	Airport Operating Fund
Total award:	\$50,000.00 (estimated)
District (s):	3

The Department of Aviation and the Purchasing Department recommend award as indicated to the lowest responsive offer, by definition meeting specifications, from responsible parties.

FKI Logistex is non-responsive due to no prices being submitted with their bid, thereby preventing an evaluation of their bid, and therefore they are non-responsive on their overall bid.

This is a twenty-four (24) month requirements-type Contract for Stearns Airport Equipment Parts for the El Paso International Airport.

Vendor does not offer the option of extending the term of the contract.

Vendor does not offer a prompt payment discount.

The Contract will officially begin at 12:01 AM, May 12, 2004.

Contact person: Enrique Acosta Jr., Procurement Analyst at 915-541-4267.

AGENDA FOR: **MAY 11, 2004**

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PROJECT FORM

DATE: May 5, 2004

PROJECT: Stearns Airport Equipment Parts
BID NO: 2004-106 DEPARTMENT: Department of Aviation
BUDGET NO: 62620003-503121-40101
FUNDING SOURCE: Airport Operating Fund
REPRESENTATIVE DISTRICT(S): 3

RECOMMENDATION: VENDOR: United Supply & Services Co.
Flower Mound, TX
ITEM: 1
AMOUNT: \$50,000.00 (Estimated)

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The Contract will officially begin at 12:01 AM, May 12, 2004.

BIDS SOLICITED 06
BIDS RECEIVED 02
"NO BID" RECEIVED 01
CURRENT TAXED PAID
OUT-OF-TOWN-- X

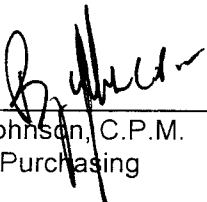
TOTAL RECOMMENDED AWARD: \$50,000.00 (Estimated)

FUNDS: AVAILABLE _____ NOT AVAILABLE _____ COMPTROLLER _____

COUNCIL APPROVED _____ REJECTED _____ CITY CLERK _____

APPROVED:

COUNCIL:
MEETING DATE-May 11, 2004


Byron E. Johnson, C.P.M.
Director of Purchasing

Consent Agenda for May 11, 2004

BID NO.: 2004-106 Stearns Airport Equipment Parts
AWARD TO: VENDOR: United Supply & Services Co.
Flower Mound, TX
ITEM: 1
AMOUNT: \$50,000.00 (Estimated)

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Vendor does not offer the option of extending the term of the contract.

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The Contract will officially begin at 12:01 AM, May 12, 2004.

Department: Department of Aviation
Funds available: 62620003-503121-40101
Funding source: Airport Operating Fund
Total amount: \$50,000.00 (Estimated)
District(s): 3

Memo

To: Luis Duran

Firm/Department: Department of Aviation

From: *Enrique Acosta* 

Date: March 1, 2004

Re: SOLICITATION - 2004-106, Stearns Airport Equipment Parts

Attached are the Bid Tabulation sheet(s), and copies of the offers received. The award recommendation must be received in this office no later than April 18, 2004. Due to the required advertising time for Council Agenda items, two weeks elapse from the time an award recommendation is received by the Purchasing Department to the appearance of the item on the Council agenda. Award Recommendations received on Thursdays or Fridays will not be processed until the following week.

Please review the offers, to determine the lowest priced offer meeting specifications, and send me a memorandum with your recommendation[s] for award, **recommendations on awards have to be sent as an MS-Word file with the Airport's Logo within, email by itself cannot be used**. Please return the copies of the bids along with your recommendation. The memorandum must include the APPROVED PeopleSoft Requisition number [XXXXXX in system] for the goods or services being purchased, and identification of the funding source [General, Revenue Account, State or Federal Grants, etc.]. For contracts, covering annual requirements for goods or services, please include an estimated annual expenditure for the item(s). For all contracts, please identify the benefiting Districts or indicate "City wide". The award recommendation cannot be presented to City Council until a requisition has been approved in PEOPLESOFT.

We have been reminded by the City Attorney's Office, that no one from the ordering Department, or from Purchasing should discuss the award recommendation with any party, including the potential contractor, except other City employees involved in the project, **until after the actual award recommendation has been placed on the published City Council Agenda**. All questions concerning the award should be referred to the Purchasing Department.



El Paso International Airport

MEMO

DATE: April 20, 2004

TO: Enrique Acosta
Procurement Analyst

FROM: Luis Duran *[Signature]*
Interim Building Maintenance Supervisor

SUBJECT: Bid Stearns Equipment
Miscellaneous Baggage Belt Parts
Department of Aviation

Please allow the award for baggage belt parts to Unified Supply and Services Co., the low responsive bidder, for the amount of \$50,000.00 for two (2) years at \$25,000.00 each year. The purpose of these parts is to overhaul the baggage belts at the Airport which otherwise has never been done since installed approximately eight years ago. Keep in mind these belts are used to accommodate passengers in claiming their luggage as it rotates on these belts upon their arrival to El Paso International Airport. It is crucial for the Airport to provide this service to passengers and in conjunction with the airlines this can be accomplished.

Stearns Equipment, Transitread Claim Unit (Baggage Belts)

Miscellaneous parts

LD/lho

CITY OF EL PASO BID TABULATION

BID TITLE: PARTS, AIRPORT EQUIPMENT, STEARNS BID DATE: FEBRUARY 18, 2004		BID # 2004-106 DEPARTMENT: AVIATION			
		FKI LOGISTEX INTEGRATION DIVISION FORT WORTH, TX	UNIFIED SUPPLY & SERVICES CO. FLOWER MOUND, TX		
PRICE ADJUSTMENT FACTOR					
ITEM DESCRIPTION	NET <u>OR</u> % DISCOUNT <u>OR</u> % MARKUP	NET <u>OR</u> % DISCOUNT <u>OR</u> % MARKUP	NET <u>OR</u> % DISCOUNT <u>OR</u> % MARKUP	NET <u>OR</u> % DISCOUNT <u>OR</u> % MARKUP	
<div style="text-align: center; font-size: small;">[CHECK APPROPRIATE BLOCK]</div> <div style="display: flex; justify-content: space-between;"> <div> NET - 5% DISCOUNT + 30% MARKUP </div> <div style="text-align: center;"> <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/> </div> <div> OR OR </div> </div>	<div style="text-align: center; font-size: small;">[CHECK APPROPRIATE BLOCK]</div> <div style="display: flex; justify-content: space-between;"> <div> NET - 10% DISCOUNT + _____ % MARKUP </div> <div style="text-align: center;"> <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/> </div> <div> OR OR </div> </div>	<div style="text-align: center; font-size: small;">[CHECK APPROPRIATE BLOCK]</div> <div style="display: flex; justify-content: space-between;"> <div> NET - _____ % DISCOUNT + _____ % MARKUP </div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> OR OR </div> </div>	<div style="text-align: center; font-size: small;">[CHECK APPROPRIATE BLOCK]</div> <div style="display: flex; justify-content: space-between;"> <div> NET - _____ % DISCOUNT + _____ % MARKUP </div> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> OR OR </div> </div>		
Discount/Mark-up proposed from the <u>STEARNS Price List</u>					
LIST NUMBER: _____		SEE BELOW			
DATED: _____		02/17/04			
FROM PRICE LIST FOR MARKETING LEVEL: WHOLESALE <input type="checkbox"/> DISTRIBUTOR <input type="checkbox"/> JOBBER <input type="checkbox"/> DEALER <input type="checkbox"/> RETAILER <input type="checkbox"/> [OTHER] _____ <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

APPROVED BY:

DATE: 3-1-04

CITY OF EL PASO BID TABULATION

BID TITLE: PARTS, AIRPORT EQUIPMENT, STEARNS BID DATE: FEBRUARY 18, 2004			BID # 2004-106 DEPARTMENT: AVIATION	
	FKI LOGISTEX INTEGRATION DIVISION FORT WORTH, TX	UNIFIED SUPPLY & SERVICES CO. FLOWER MOUND, TX		
ITEM	MANUFACTURER'S PRICE LIST IDENTIFICATION:			
1.	MANUFACTURER		NOT IN POSSESSION OF OEM PART PRICE LIST	
	PRICE LIST FORM NUMBER			
	AND/OR DATE			
2.	MANUFACTURER		UNIFIED	
	PRICE LIST FORM NUMBER			
	AND/OR DATE		02/17/04	
3.	MANUFACTURER			
	PRICE LIST FORM NUMBER			
	AND/OR DATE			
4.	MANUFACTURER			
	PRICE LIST FORM NUMBER			
	AND/OR DATE			
5.	MANUFACTURER			
	PRICE LIST FORM NUMBER			
	AND/OR DATE			

APPROVED BY:



DATE: 3-1-04

CITY OF EL PASO BID TABULATION

BID TITLE: PARTS, AIRPORT EQUIPMENT, STEARNS

BID DATE: FEBRUARY 18, 2004

BID # 2004-106

DEPARTMENT: AVIATION

	FKI LOGISTEX INTEGRATION DIVISION FORT WORTH, TX	UNIFIED SUPPLY & SERVICES CO. FLOWER MOUND, TX		DEPARTMENT: AVIATION
THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.				
BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:				
TWELVE ADDITIONAL MONTHS UTILIZING THE SAME PRICING STRUCTURE, IF THE OPTION IS EXERCISED WITHIN:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TWENTY-FOUR ADDITIONAL MONTHS UTILIZING THE SAME PRICING STRUCTURE, IF THE OPTION IS EXERCISED WITHIN:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONE YEAR FROM DATE OF AWARD OF THE CONTRACT.	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
TWO YEARS FROM DATE OF AWARD OF THE CONTRACT.	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
NO OPTION OFFERED.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

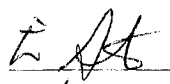
APPROVED BY:

DATE:

2004-106 PARTS, AIRPORT EQUIPMENT, STEARNS - DEPARTMENT OF AVIATION

CITY OF EL PASO BID TABULATION

BID TITLE: PROPRIETARY PARTS, AIRPORT EQUIPMENT, STEARNS			BID # 2004-090	
BID DATE: FEBRUARY 18, 2004			DEPARTMENT: AVIATION	
	FKI LOGISTEX INTEGRATION DIVISION FORT WORTH, TX	UNIFIED SUPPLY & SERVICES CO. FLOWER MOUND, TX		
PAYMENT TERMS:	NET - 30 DAYS	NET - 30 DAYS		
BIDDER'S PROMISED DELIVERY: On or before _____ consecutive days after the date of receipt, by the contractor, of a written notice of award, or _____ consecutive hours after receipt of a verbal order.	2 CONSECUTIVE DAYS			
	48 CONSECUTIVE HOURS			
IF THE BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL. A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE OFFER.				
BIDS SOLICITED: 6		BIDS RECEIVED: 2		BIDS LOCAL: 2
			NO BID: 1	

APPROVED BY: 
 DATE: 3-1-04

UNIFIED SUPPLY AND SERVICES CO.
ATTN: COLIN A. SANBURG
2711A JUSTIN ROAD
FLOWER MOUND, TX 75028

TEXAS LONESTAR GROUP (HUB)
CONTACT: DEBBI MCCURDY
PO BOX 2408
BRENHAM, TX 77834

M-PAK, INC (HUB)
CONTACT: DEBORAH GAIL MILIARA
4747 IRVING BLVD. SUITE 233
DALLAS, TX 75247

FKI LOGISTEX
1500 LEBANON ROAD
DANVILLE, KY 40422

ARY AUTOMATION & CONTROL
801 MYRTLE AVE.
EL PASO, TX 79901

CONVEYORS + MATERIALS
HANDLING INC.
460 EAGLE DRIVE
EL PASO, TX 79912

FKI LOGISTEX INTEGRATION DIV.
4301 EMPIRE ROAD
FORT WORTH, TX 76155

BID INFORMATION SERVICE
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER
PO BOX 5600
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE
2829 MONTANA AVE, B-100
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER
CLASSIFIED/LEGAL SECTION
PO BOX 20
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER
4791 N. MESA
EL PASO, TX 79902

SAM'S CLUB
7970 NORTH MESA
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION
PO BOX 3612
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY
2626 NORTHEAST #103
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901